

# Troubleshooting Guide For Using the Atlantic Highly Migratory Species (HMS) Individual Bluefin Quota (IBQ) Online System

Last Update: March 2015

Disclaimer: Screen shots contained in this document are subject to change. Revisions to this document will be periodically made and posted on the Southeast Regional Office IFQ/IBQ website at:

https://ifq.sero.nmfs.noaa.gov

Atlantic Highly Migratory Species Management Division National Marine Fisheries Service IBQ Customer Support: 301-427-8591

E-mail: <a href="mailto:nmfs.hms.ibq@noaa.gov">nmfs.hms.ibq@noaa.gov</a>

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#### **List of Commonly Used Acronyms**

HMS	Highly Migratory Species
IBQ	Individual Bluefin Quota
FMP	Fishery Management Plan
GOM	Gulf of Mexico (used to refer to the Gulf of Mexico Share Category or landing region)
ATL	Atlantic (used to refer to the Atlantic Share Category or landing region)
NED	Northeast Distant Area (used to refer to the Northeast Distant Area Share Category)
PSG	Purse Seine Gear (used to refer to quota that was originally allocated to the purse seine fleet)
PIN	Personal Identification Number (your password for logging into the IBQ system)
SERO	Southeast Regional Office
BFT	Bluefin Tuna
IFQ	Individual Fishing Quota
ATL	Atlantic Tunas Longline, also an abbreviation for the permit number (e.g., ATL-999)
CFL	curved fork length
YSCH	"Young School" – a bluefin tuna that is less than 27" CFL; discard size category
SCH	"School" – a bluefin tuna that is 27" CFL to less than 47" CFL; discard size category
LSCH	"Large School" – a bluefin tuna that is 47" CFL to less than 59" CFL; discard size category
SMED	"Small Medium" – a bluefin tuna that is 59" CFL to less than 73" CFL; discard size category

#### **Atlantic HMS IBQ Program Introduction**

Welcome to the online Individual Bluefin Quota (IBQ) system! The IBQ system was developed as part of the management measures implemented under Amendment 7 to the 2006 Consolidated HMS Fishery Management Plan. Pelagic longline fishery participants, purse seine fishery participants, and dealers who purchase from pelagic longline vessels that discard or land bluefin tuna should be prepared to interact with the online IBQ system in order to go fishing, report dead discards, transfer Bluefin allocation between accounts, and complete landing transactions.

A number of changes to the HMS bluefin management program have been implemented in January 2015. Dealers, pelagic longline fishery participants, and purse seine fishery participants may download dealer and commercial fishery compliance guides on the HMS website.

For more information: http://www.nmfs.noaa.gov/sfa/hms/compliance/guides/index.html

#### **Get Your User ID and Personal Identification Number (PIN)**

If a User ID and PIN has not already been mailed to you, you will need to contact IBQ Customer Service by email (NMFS.HMS.IBQ@noaa.gov) or by phone (301-427-8591, Monday through Friday, 8:00 am to 5:00 pm, Eastern Time, excluding Federal holidays). User IDs and PINS will only be mailed to the address on file with the Southeast Regional Office (SERO) Permit Shop, without exceptions. If you have moved recently or you need to update your address, please call the SERO Permit Shop at 1-877-376-4877. If you have not received your User ID and PIN within 5 days, please contact IBQ Customer Service.

#### Individual Bluefin Quota (IBQ) System Log In Instructions

The IBQ system is operated electronically and functions similarly to electronic banking. To log in for the first time, view your Individual Bluefin shares and allocation, and become familiar with the operations of the website, please follow the instructions below. Please note that the IBQ system will undergo periodic enhancements in functionality and design through 2015 (see the enclosed Schedule for IBQ system release goals in 2015 and 2016). As the online system is refined, some changes to the layout may occur. If you have any questions, please email <a href="MMFS.HMS.IBQ@noaa.gov">NMFS.HMS.IBQ@noaa.gov</a>, or call IBQ Customer Service at 301-427-8591,.

Let's go online, log in, and set up your account. To log into the system on your computer, start your internet browser, then copy/paste or type <a href="https://ifq.sero.nmfs.noaa.gov">https://ifq.sero.nmfs.noaa.gov</a> into the address/URL bar. The IBQ system is hosted on the SERO Catch Shares Programs website. Please note that the acronym "BFT," for bluefin tuna, is used for the IBQ system on the website.

#### **Setting Your Screen Resolution (Older Computers)**

Website: <a href="https://ifq.sero.nmfs.noaa.gov">https://ifq.sero.nmfs.noaa.gov</a>

Some users have reported screen scrolling (e.g., inability to slide the screen up and down with your mouse or via selection of scroll bars) issues using the latest version of the IBQ Online System. The system was designed for screen resolutions of 1024 x 768 or higher. If you experience scrolling issues, try one or more of the following:

- 1. Verify your screen resolution is set to 1024 x 768 or higher.
  - a. You can check this by right clicking your desktop and selecting **Properties** then **Screen Resolution** (Windows XP).
- 2. Maximize your browser window.
- 3. Change your browser to Full Screen mode by clicking the F11 key (click F11 again to return to normal view).
- 4. Close any unused toolbars in your browser (typical toolbars include Yahoo! Search Bar and Google Search).
- 5. Hide the bookmarks/links bar Hide the browser menu bar
- 6. Open the application in a different browser.

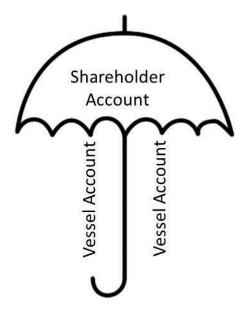
If these steps fail to resolve the issue, please contact IBQ Customer Service.

#### **Other Helpful Tips:**

- If you have logged into the IBQ online system before and are using a bookmarked link, that link may become outdated when a new version of the IBQ online system is published. Try a Google Search for "SERO IFQ catch shares" or use this URL: https://ifq.sero.nmfs.noaa.gov.
- The online IBQ system uses Adobe Flash to display the webpage content. The system may not work on some smartphones, tablets, or on Apple computers that either do not have Adobe Flash installed or are incompatible with Adobe Flash.
- Firefox and Google Chrome are currently the best browsers to use to access the IBQ online system. Some users have reported issues with Windows 8.
- If your web browser loads websites automatically when you start typing them, and the weblink is no longer valid, you may need to delete your browsing history and cache to find the right website for the IBQ online system. To delete your cache history:
  - o **Chrome** select CTRL+H or to the menu button (three horizontal bars, upper right corner of screen), select "History" and then select "Clear Browsing History".
  - o **Internet Explorer** Tools> Safety>Delete Browsing History
  - o **Firefox** menu button (three horizontal bars)> "History">"Clear Recent History">select a time range that would span your last attempted log in
- The online IBQ system may also be accessed through a link on the HMS "Tunas" webpage (see link at bottom):
  - http://www.nmfs.noaa.gov/sfa/hms/species/tunas/index.html

#### Structure of the IBQ Online System – Shareholder and Vessel Accounts

All shareholders have two types of accounts generated for them — Shareholder Accounts and Vessel Accounts. A shareholder account is an umbrella account that contains individual vessel accounts in much the same way that an online bank account may contain checking accounts, savings accounts, and credit card accounts. You must activate each type of account to be able to view your quota, complete transfers, and finalize landing transactions.



#### Your Shareholder Account Will Allow You To Do the Following:

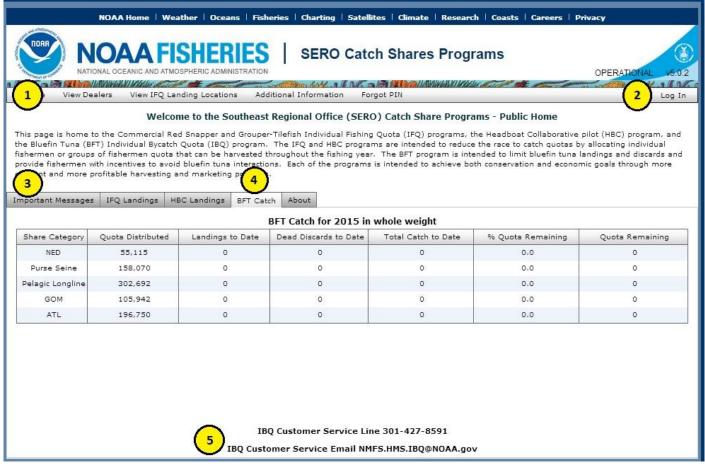
- See how much share of the overall bluefin quota that has been allocated to you.
- Transfer quota from your vessel account to your shareholder account (and vice versa), or move quota between your vessel accounts (if you own more than one vessel).
- Lease your quota to other individuals (i.e., a different shareholder).
- View all of your vessel account data (landings, hail outs, and landing notifications) at once in your shareholder account. This may be especially helpful if you own more than one vessel.
- Receive messages from NMFS regarding your account(s) and quota.
- In the future there may be tools to assist with finding other shareholders for leasing IBQ allocation.

#### Your Vessel Account Will Allow You To Do the Following:

- View hail outs and landing notifications for that vessel
- NMFS will soon require fishermen to verify and complete landing transactions using the PIN associated with your vessel account.
- You must be logged into your shareholder account to view landings.

#### IBQ Online System - SERO Catch Shares Public Homepage

Website: https://ifq.sero.nmfs.noaa.gov

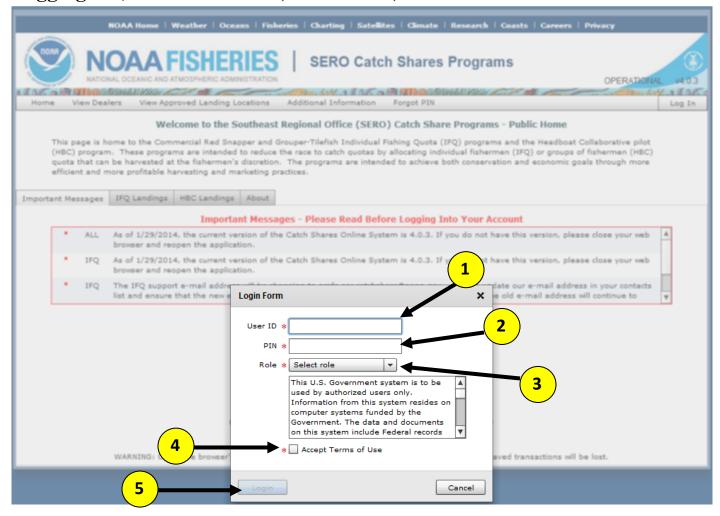


The **Public Homepage**, which is accessible without logging in, features:

- 1. Menu bar allows you to navigate to the home page, see additional information, and to obtain forgotten PINs for logging into the system. The **View Dealers** tab will be periodically updated to show all approved dealers for the IFQ and IBQ programs. The **Additional Information** tab provides links to important documents, such as Frequently Asked Questions, share/allocation calculator, video tutorials, etc. for the IBQ and IFQ programs.
- 2. **Log In** button
- 3. **Important Messages** to read before logging on.
- 4. If you select the BFT **Catch** tab, you will see the commercial quotas by share category, current reported landings, and annual quota remaining.
- 5. IBQ customer service phone number and e-mail address are located at the bottom of all pages relevant to the IBQ program. Please note that the pages relevant to the SERO Catch Shares programs have contact information for a separate customer support line.

<sup>\*\*</sup>To Log in, click on the Log In button (#2) on the upper right portion of the menu bar.

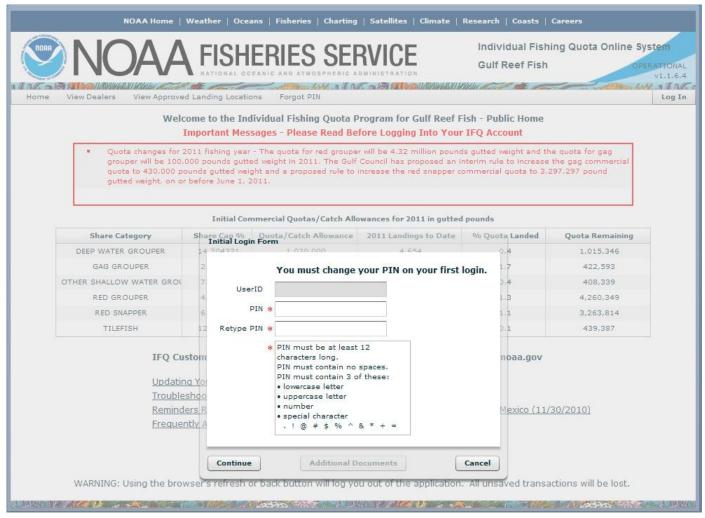
#### Logging In (BFT Shareholder, BFT Vessel, and BFT Dealer Accounts



After clicking on the **Log In** button in the upper right corner of the homepage a pop-up box will appear (**Login Form**). To log in to the IBQ system using the **Login Form**:

- 1. Enter your User ID. User IDs are usually 4 letters followed by 4 numbers and are NOT case sensitive.
- 2. Enter your PIN (mailed to you in a separate letter). <u>PINs are case sensitive</u> (upper and lower case must be exact).
- 3. Select your role: "BFT Shareholder", "BFT Dealer", or "BFT Vessel"\*
- 4. Read the Terms of Use, then check the Accept Terms of Use box
- 5. Click the Login button to access your account. The Login button will only appear when you have completed steps 1-4. When you login for the first time, you will be required to change your PIN.
- First time logging into the IBQ System? Select the "BFT Shareholder" role if you are a fisherman, or the "BFT Dealer" role if you are a dealer.
- You must log in as a shareholder first to get your Vessel Account PIN(s). Your Vessel Account PIN(s) and User ID(s) are listed in the "account settings" page of your shareholder account.
- Dealer account holders will only log in as Dealers, and will never activate a different account.

## Personal Identification Numbers (PINs) (BFT Shareholder, BFT Vessel, and BFT Dealer Accounts)



You must change your PIN after logging in for the first time. PIN changes are required security measures for your protection; think of your IBQ account like a bank account. You will be required to change your PIN when logging in after every 180 days have passed.

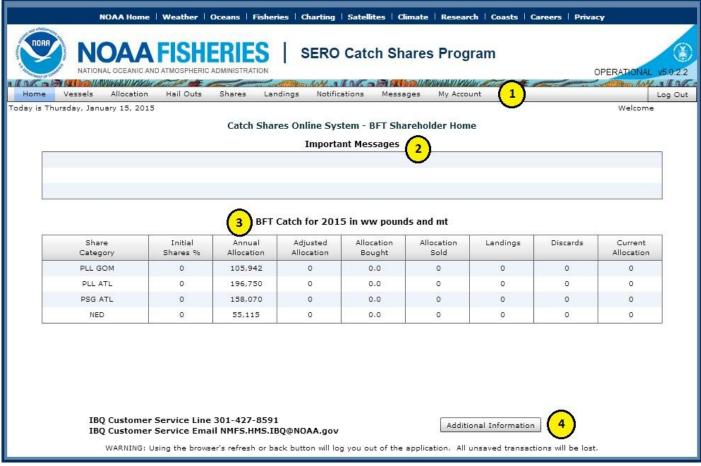
New PINs must be at least 12 characters long and contain at least 3 of the 4 conditions:

- Uppercase letters
- Lowercase letters
- Numbers
- The following special characters: ! @ \$ % ^ & \* ()?.

#### **Examples:**

- IBQpassword1234
- Love\$wordfish
- RatherBeF!\$H!NG

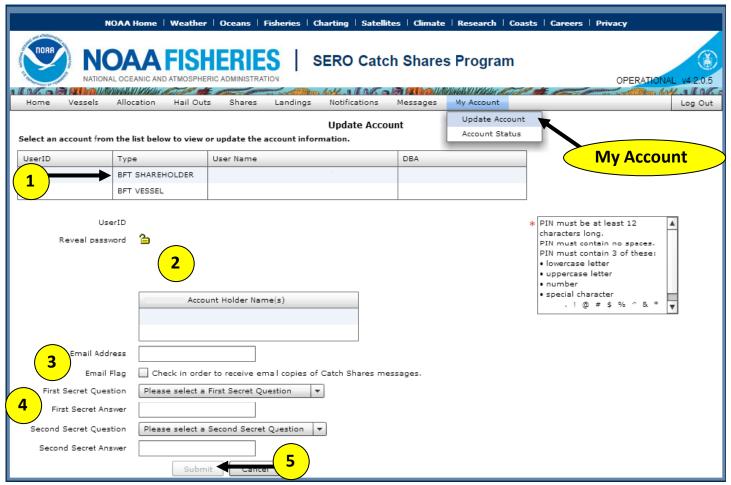
#### **BFT Shareholder Homepage**



#### The BFT Shareholder Homepage Features:

- 1. The menu bar allows you to access functions within your account.
- 2. The Important Messages box will highlight relevant breaking news in HMS fisheries.
- 3. The table on the center of the screen will summarize your IBQ shares and annual allocation by share category. The table will also include allocation bought and sold during the year (leased), total annual landings, dead discards, and allocation remaining to be used.
- 4. The Additional Information button at the bottom of the page provides links to important documents for the IBQ program only.

## **Update your BFT Shareholder or BFT Dealer Accounts: Provide Email and Secret Questions**



Upon logging in for the first time to either your BFT Vessel or BFT Shareholder Accounts, is important to complete the information on the screen above!!

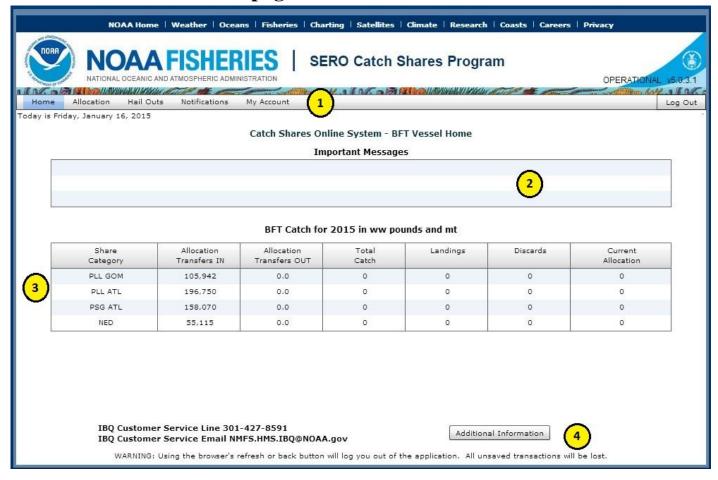
From the BFT Shareholder Homepage, select **My Account** then select **Update Account**, and the screen above will appear. To update your account or find a UserID and personal identification number (PIN):

- 1. Click on the BFT Shareholder or BFT Dealer account in the table (highlighted in blue when selected).
- 2. Only click the icon of the lock to view your BFT Shareholder or BFT Dealer account PIN if you would like to update your PIN. If you click the lock icon, the system will force you to change your PIN.
- 3. Enter your email address and check the email flag box to receive IBQ-related messages, such as transaction confirmations.
- 4. Select two secret questions and provide answers to each of these questions. These secret questions allow you to retrieve your PIN using the Forgot PIN feature on the Catch Shares Program homepage. If you call with specific questions about your account, Customer Service uses these questions to help confirm your identity.
- 5. Press Submit to update your account.

#### WHY SECRET QUESTIONS?

Your secret questions allow IBQ Customer Service representatives to easily verify your identity and provide you with account information over the phone. This can save time, especially if you have to wait for NMFS to mail you a new PIN instead of getting it over the phone! Avoid frustration and set up your secret questions!

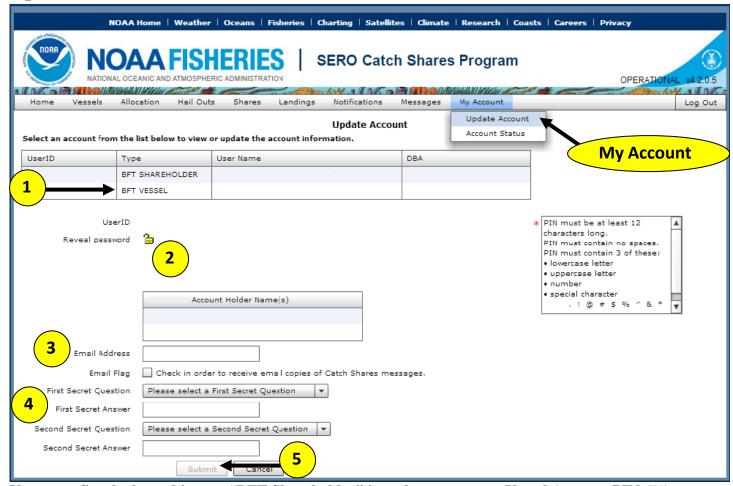
#### **BFT Vessel Account Homepage**



#### The BFT Vessel Account Homepage Features:

- 1. The menu bar allows you to access functions within your vessel account. Note that functionality within a vessel account is more limited than within a Shareholder account.
- 2. The Important Messages box will highlight relevant breaking news in HMS fisheries The table on the center of the screen will summarize your IBQ shares and annual allocation by share category. The table will also include allocation bought and sold during the year, total annual landings, and allocation remaining to be used.
- 3. The **Additional Information** button at the bottom of the page provides links to important documents for the IBQ program only.

#### **Update Your BFT Vessel Account: Provide Email and Secret Questions**



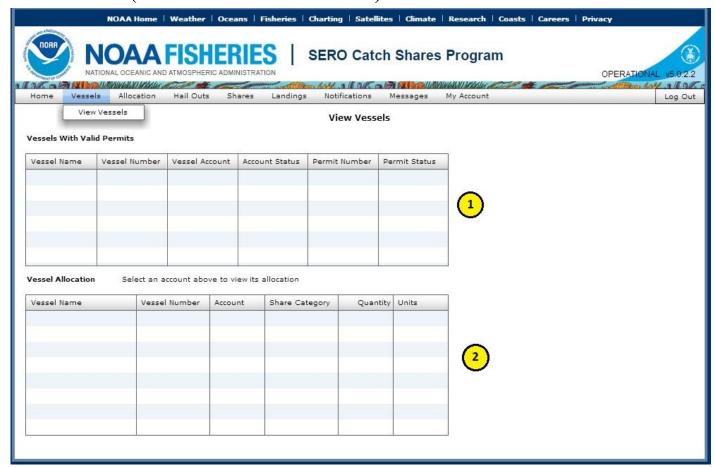
You must first be logged in as a "BFT Shareholder" in order to get your Vessel Account PIN. When logged in as a "BFT Shareholder", select My Account then select Update Account.

To update your account or find a UserID and personal identification number (PIN):

- 1. Click on the BFT Vessel account in the table (highlighted in dark blue when selected). This is your UserID for your BFT Vessel account. Some shareholders will have multiple BFT Vessel accounts.
- 2. Once you have selected the UserID, click the icon of the lock to view your BFT Vessel account PIN. To change your PIN, delete the old PIN and type a new PIN, then retype the PIN to confirm the change in the space below. The PIN must meet the PIN criteria shown on the page. Your BFT Vessel account PIN will be used for completing landing transactions with a dealer.
- 3. Enter your email address and check the email flag box to receive IBQ-related messages, such as transaction confirmations.
- 4. Select two secret questions and provide answers to each of these questions. These secret questions allow you to retrieve your PIN using the Forgot PIN feature on the Catch Shares Program homepage. If you call with specific questions about your account, Customer Service uses these questions to confirm your identity. Completing this information will save you time if you need to troubleshoot issues relating to your UserID and PIN.
- 5. Press Submit to update your account.

NOTE: If you do not currently have a vessel associated with your Atlantic Tunas Longline permit (e.g., your permit is in NOVESID status), you will not see a BFT Vessel account. You will need to contact Customer Service to create a BFT Vessel account when your permit is associated with a vessel.

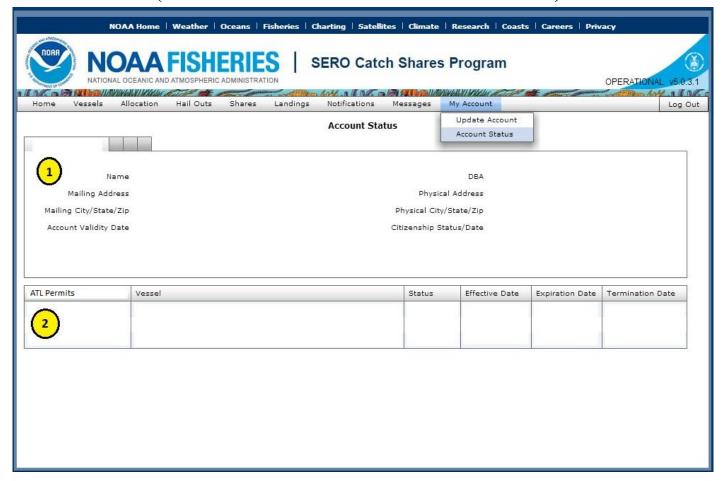
#### **View Vessels (BFT Shareholder Account)**



From the BFT Shareholder Homepage, select **Vessels** on the menu bar and then select **View Vessels** 

- 1. Table 1 provides a summary of vessels with valid Atlantic Tunas Longline permits. The table includes pertinent information, including vessel number, vessel name, vessel account User ID, and permit number. Your PIN for each of your vessel accounts can be found on the **Update Account** page (via the **My Accounts** tab).
- 2. The Vessel Allocation table summarizes allocation (pounds) by share category ("ATL", Atlantic; or "GOM", Gulf of Mexico) for each of your vessel accounts. You can transfer allocation from your main shareholder account to your vessel account(s) by going to **Allocation** then selecting **Transfer Allocation**.

#### **Account Status (BFT Vessel and BFT Shareholder Accounts)**

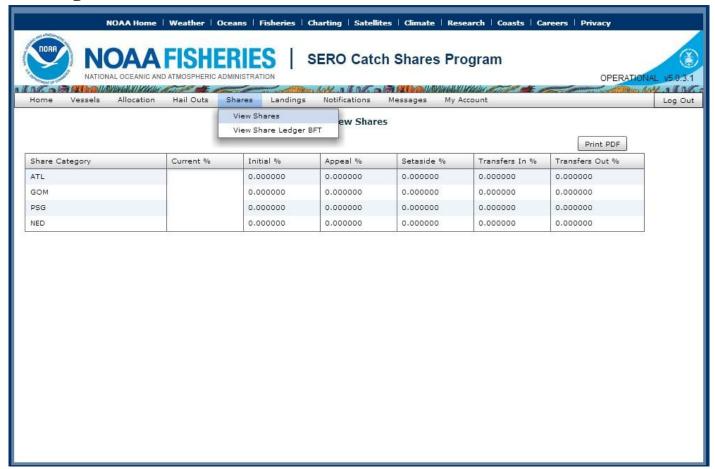


From either the BFT Vessel Account Homepage or the BFT Shareholder Account Homepage, select **My Account** on the menu bar then select **Account Status.** The photo above shows how to access this via the shareholder account. If you are logged into a vessel account, then you should also select **My Account** and then **Account Status.** 

This page displays important information that is related to the account.

- 1. The top portion of the page displays the account holder names, mailing address, account validity date, and the citizenship status.
- 2. This table displays information relevant to Atlantic tuna longline permits associated with the account. It can be used as a reminder for renewing your permit.

#### **Viewing Shares (BFT Shareholder Account)**



You must be logged in as a "BFT Shareholder" to view this page. On the menu bar select **Shares** then select **View Shares**.

This page displays the percent shares (i.e., percent of the annual quota) you hold for each share category.

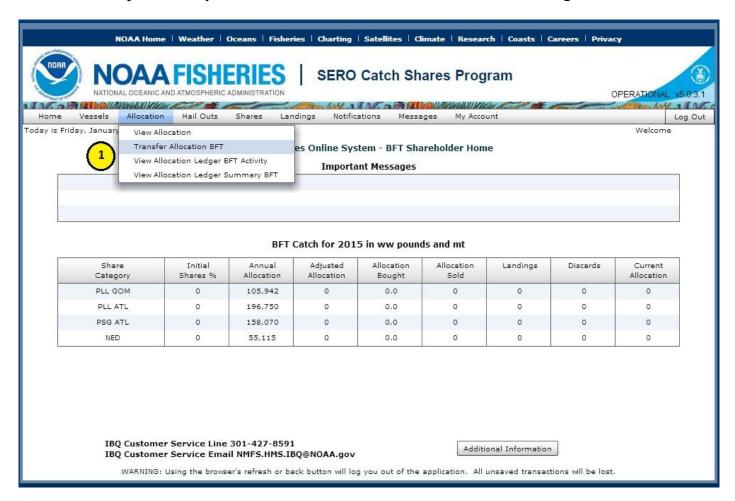
If you own multiple permits, you will be able to view all of your Shares by selecting **Shares** on the menu bar then selecting **View Share Ledger BFT.** 

## Transferring Allocation between your BFT Shareholder and BFT Vessel Accounts

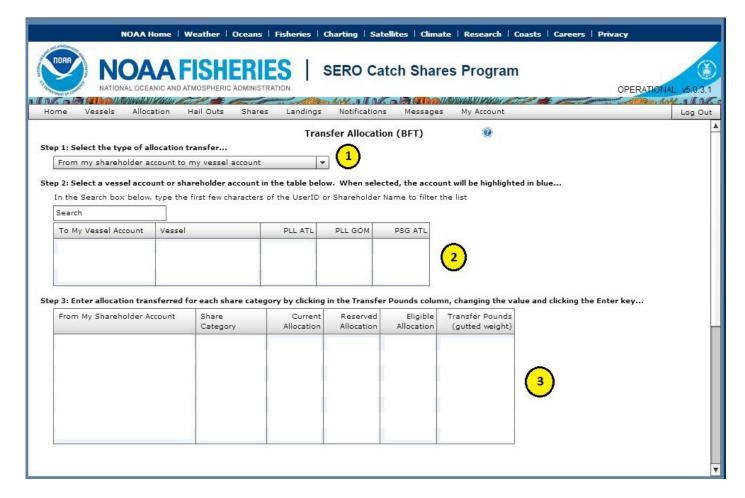
#### (Must Be Logged Into BFT Shareholder Account)

You may wish to move IBQ allocation between your Vessel Account and your Shareholder Account for a variety of reasons, including:

- 1) You want to lease quota to another permit holder (leases can only be completed through shareholder accounts)
- 2) You own multiple vessels, and you want to move allocation around between your vessel accounts.
- 3) NMFS has issued additional, mid-season allocation to shareholder accounts and you want to place it in your vessel account so it can be used in a landing transaction



In order to transfer quota, select Allocation and then Transfer Allocation BFT.

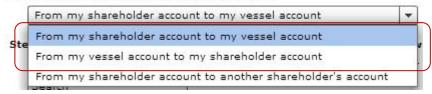


Selecting **Allocation** and then **Transfer Allocation BFT** will display this page. There are three major steps in transferring allocation:

- 1) Selecting the type of allocation transfer
- 2) Selecting the account that will receive the transfer
- 3) Selecting how much quota to transfer

To select an allocation transfer that will allow you to move allocation between your vessel account and your shareholder account (or vice versa), select either the first or second row under Step #1:

Step 1: Select the type of allocation transfer...



## If you are transferring IBQ allocation from your Shareholder Account to your vessel account:

Step # 2 will look like this:

Step 2: Select a vessel account or shareholder account in the table below. When selected, the account will be highlighted in blue...

In the Search box below, type the first few characters of the UserID or Shareholder Name to filter the list

Search				
To My Vessel Account	Vessel	PLL ATL	PLL GOM	PSG ATL
Vessel Account ID	Vessel Name	Current amount	of IBQ in the	vessel account

You will need to select the vessel account that will receive the IBQ allocation by clicking on it with your mouse. A selected vessel account will be highlighted in dark blue.

Step #3 will look like this:

Step 3: Enter allocation transferred for each share category by clicking in the Transfer Pounds column, changing the value and clicking the Enter key...

From My Shareholder Account	Share Category	Current Allocation	Reserved Allocation	Eligible Allocation	Transfer Pounds (gutted weight)
Shareholder Account ID	ATL	50	0	50	□ ‡
	GOM	0	0	0	0
	PSG	0	0	0	C

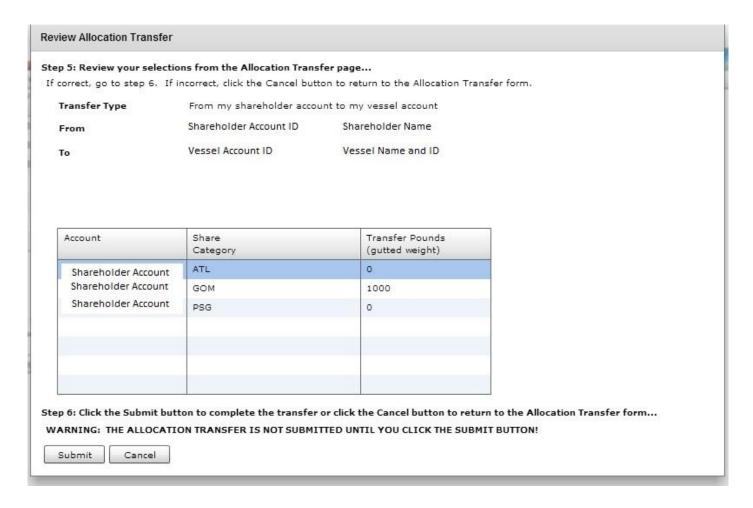
In this example, you may wish to move all 50 pounds of Atlantic IBQ allocation from your shareholder account to your vessel account (you can select any of the share categories by clicking on them). Then put your mouse over the last cell in the share category row (column heading "Transfer Pounds (gutted weight)") and either use the arrow buttons to incrementally add 1 pound or subtract 1 pound to the amount you wish to transfer, or select the "0" with your mouse and manually change that to the total amount of IBQ allocation you wish to transfer.

Then Select "Submit" at the bottom of the page.

Step 4: Click the Submit button to complete the transfer or click the Reset button to clear all selections...

Res	et
Re	5

You will then see a summary pop up that reviews the transfer. If the information is accurate, select "Submit".



Next you will see a confirmation screen:



It is strongly advisable to write down this confirmation code and keep it in a secure location.

## If you are transferring IBQ allocation from your Vessel Account to your Shareholder Account:

#### Step # 2:

Step 2: Select a vessel account or shareholder account in the table below. When selected, the account will be highlighted in blue...

In the Search box below, type the first few characters of the UserID or Shareholder Name to filter the list

Vessel	PLL ATL	PLL GOM	PSG ATL
Vessel Name	Amount of IBO	Allocation Ava	ailable for Transfer
	Vessel Name	Vessel Name Amount of IBO	Vessel Name Amount of IBQ Allocation Av

You will need to select the vessel account that will receive the IBQ allocation by clicking on it with your mouse. A selected vessel account will be highlighted in dark blue.

Step # 3:

Step 3: Enter allocation transferred for each share category by clicking in the Transfer Pounds column, changing the value and clicking the Enter key...

Share Category	Current Allocation	Reserved Allocation	Eligible Allocation	Transfer Pounds (gutted weight)
ATL	0	0	0	0
GOM	1000	0	1000	0 ÷
PSG	0	0	0	0
	Category ATL GOM	Category   Allocation   ATL   0	Category         Allocation         Allocation           ATL         0         0           GOM         1000         0	Category   Allocation   Allocation   Allocation   ATL   0   0   0

Use the arrow keys to add or subtract IBQ allocation, or highlight the "0" with your mouse and manually enter the amount you want to transfer

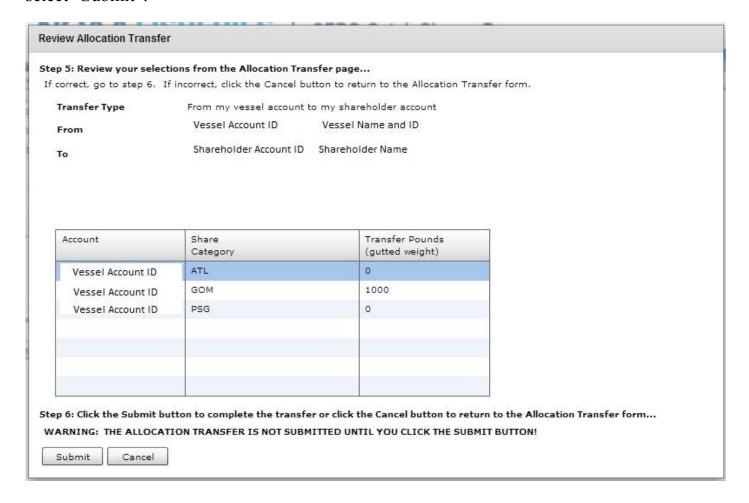
In this example, you may wish to move all 1000 pounds of Atlantic IBQ allocation from your Vessel Account to your Shareholder Account. Put your mouse over the last cell in the share category row (column heading "Transfer Pounds (gutted weight)") and either use the arrow buttons to incrementally add 1 pound or subtract 1 pound to the amount you wish to transfer, or select the "0" with your mouse and manually change that to the total amount of IBQ allocation you wish to transfer. If you are moving 1,000 pounds you would likely prefer to highlight the "0" and manually enter 1000.

Step #4: Then Select "Submit" at the bottom of the page.

Step 4: Click the Submit button to complete the transfer or click the Reset button to clear all selections...

College	D
Submit	Reset

You will then see a summary pop up that reviews the transfer. If the information is accurate, select "Submit".



Next you will see a confirmation screen:



It is strongly advisable to write down this confirmation code and keep it in a secure location.

## Transfer Allocation - Shareholder Account to Shareholder Account (i.e., a Lease of Quota) Must be Logged into Shareholder Account

To select an allocation transfer that will allow you to move allocation between your shareholder account and another permit holder's shareholder account, select the third row under Step #1:

Step 1: Select the type of allocation transfer...

	From my shareholder account to another shareholder's account	-
Ste	From my shareholder account to my vessel account	$\Box$
316	From my vessel account to my shareholder account	Ĭ
	From my shareholder account to another shareholder's account	
	Dearcir	

Step #2: Select a Shareholder Account that will receive your allocation.

In the Search box below, type the first few characters of the UserID or Shareholder Name to filter the list

Step 2: Select a vessel account or shareholder account in the table below. When selected, the account will be highlighted in blue...

Search		
To Shareholder's Account	Name	
Shareholder Acct #1 Shareholder Acct #2 Shareholder Acct #3	LoveToFish Corporation Tuna LLC Bob's Burgers and Fish, LLC	<u> </u>
Shareholder Acct #4	Fishy Corps	*

Step # 3: Select the amount of pounds and the transfer price per pound for each share category. You will be able to manually select and edit fields within the "Transfer Pounds" and the "Transfer Price" columns. Note that you can transfer up to the maximum amount of quota listed under "Eligible Allocation" for each share category.

Step 3: Enter allocation transferred and price paid per pound for each share category by clicking in the Transfer Pounds and Transfer Price per Pound columns...

Allocation	Reserved Allocation	Eligible Allocation	Transfer Pounds (gutted weight)	Transfer Price per Pound
0	0	0	0	0
0	0	0	0 💠	0
0	0	0	0	0
	0	0 0	0 0 0	0 0 0 0

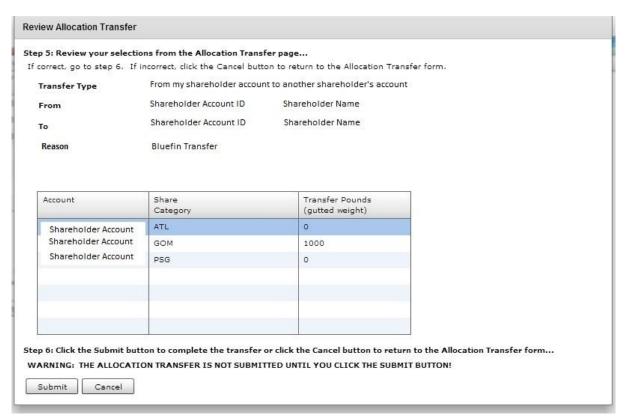
**Note:** You must move your allocation from a vessel account into your shareholder account **before** attempting to do a shareholder transaction. In the example above, there is no quota (see "current allocation" and "eligible allocation") available to be transferred because it has not been moved over from the vessel account yet. See "**Transferring Allocation between your Shareholder and Vessel Accounts**" section for instructions on how to do this.

Step #4: Select "Submit" at the bottom of the page

Step 4: Click the Submit button to complete the transfer or click the Reset button to clear all selections...



Next you will see a confirmation page that allows you to review and verify the transaction. Select "Submit" to proceed.

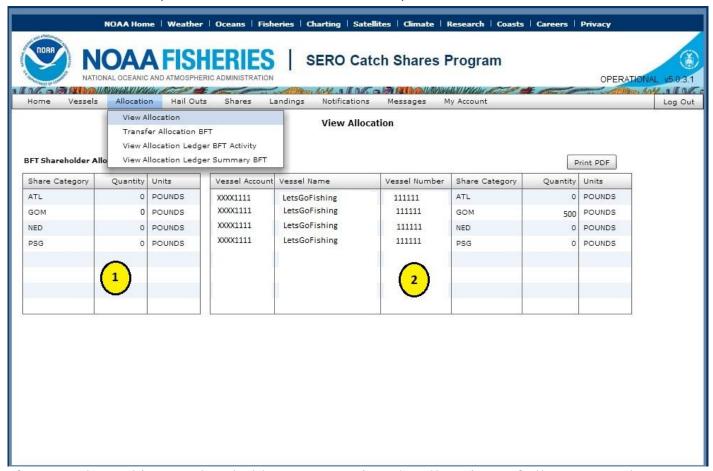


Next you will see a confirmation screen:



It is strongly advisable to write down this confirmation code and keep it in a secure location.

#### **View Allocation (BFT Shareholder Account)**



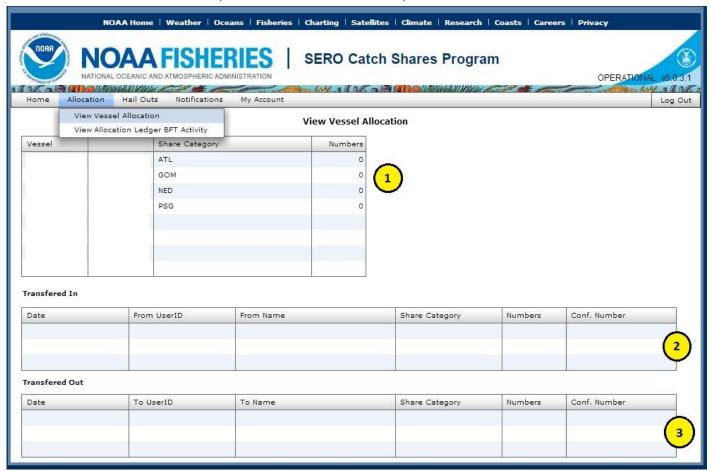
If you are logged in as a shareholder, you can view the allocations of all your vessels at once. On the menu bar select **Allocation** then select **View Allocation**.

#### Webpage features:

- 1. The table on the left summarizes your annual allocation (in pounds whole weight) by share category held in the shareholder account. This table will include only allocation that has not been utilized during the year or that has not been transferred to a vessel account or another shareholder.
- 2. The table on the right summarizes allocation in pounds gutted weight on your vessel(s). Allocation may be transferred to your vessel account(s) from your main shareholder allocation account or from other shareholder accounts.

NOTE: Starting in 2016, you must have a minimum amount of IBQ allocation in the vessel account prior to departing on a trip. While fishing in the Atlantic or NED, this is equivalent to maintaining 275 pounds (0.125 metric tons) in your vessel account. When fishing in the Gulf of Mexico, this is equivalent to maintaining 551 pounds (0.25 metric tons) in your vessel account.

#### **View Vessel Allocation (BFT Vessel Account)**

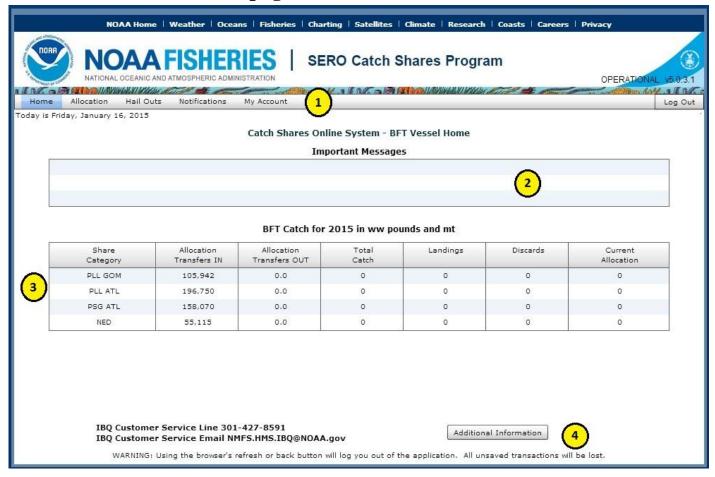


If you are logged in as a "BFT Vessel", you can view the allocation and transfers associated with that particular vessel. Select **Allocation** and then select **View Vessel Allocation** to see the above webpage.

#### Webpage Features:

- 1) The first table provides a summary of the current vessel allocation by share category.
- 2) The second table shows you a summary of all of the allocation that has been **transferred into** this vessel account. Allocation can be transferred from your shareholder account to your vessel account.
- 3) The third table shows a summary of all allocation that has been **transferred out** of the vessel account. Any allocation transfers must occur via the shareholder account that is associated with this vessel account.

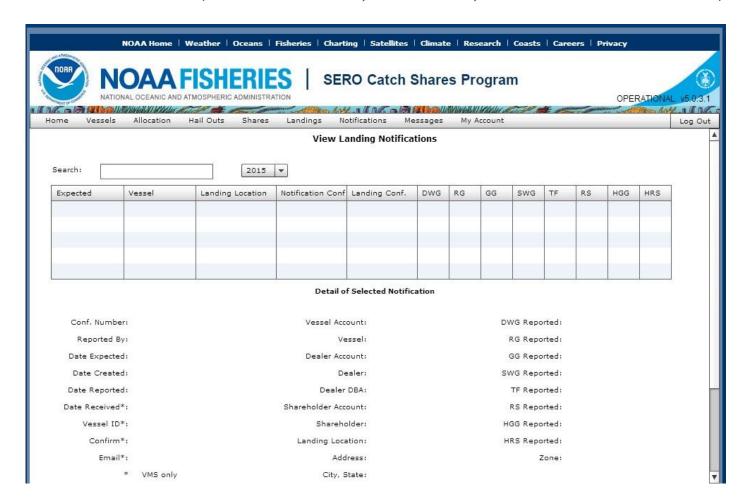
#### **BFT Vessel Account Homepage**



The Vessel Account Homepage includes the following features:

- 1. The menu bar allows you to access functions within your vessel account. Note that functionality within a vessel account is more limited than within a dealer account.
- 2. The Important Messages box will highlight breaking news within the fishery.
- 3. The table on the center of the screen will summarize your IBQ shares and annual allocation by share category. The table will also include allocation bought and sold during the year, total annual landings, and allocation remaining to be used.
- 4. The Additional Information button at the bottom of the page provides links to important documents for the IBQ program only.

#### **View Notifications (BFT Shareholder, BFT Vessel, and BFT Dealer Accounts)**

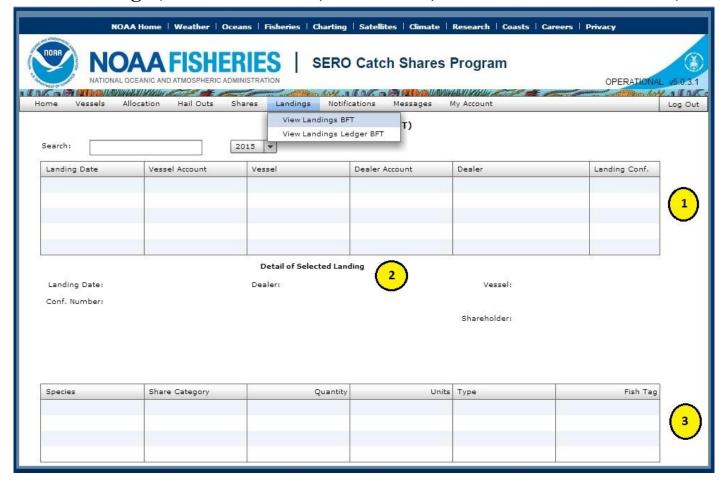


When you are logged in as a "BFT Shareholder", you can view all of the notifications associated with your vessel(s) at the same time. When you are logged in as a "BFT Vessel", you can view all the notifications associated with that particular vessel. When logged in as a "BFT Dealer" you will be able to view all landing notifications associated with your port. On the menu bar select **Notifications** then select **View Notifications**.



This page is under construction and will be updated.

#### **View Landings (BFT Shareholder, BFT Vessel, and BFT Dealer Accounts)**



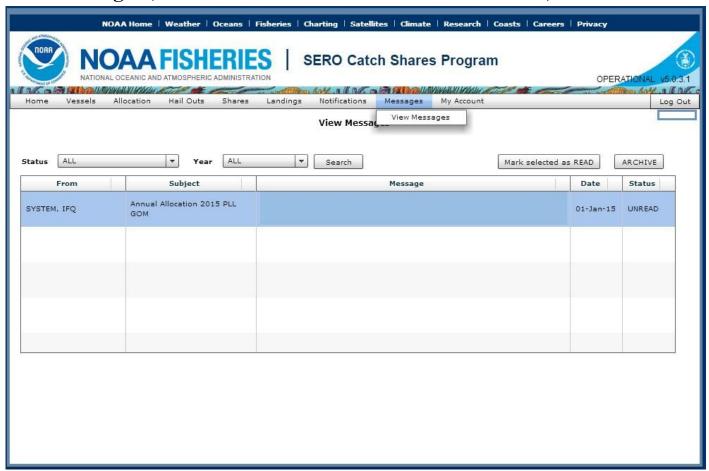
When you are logged in as a "BFT Shareholder", you can view the landings associated with all of your vessels at one time. When logged in as a "BFT Vessel", you can view the landings of the vessel associated with the account. When logged in as a "BFT Dealer", you can view the landings associated in the IBQ system with your Dealer Account.

Select **Landings** and **View Landings BFT** to see all of the landings associated with your vessel accounts.

#### Webpage features:

- 1) A complete list of all the landings associated with your vessel account(s). If you wish to see the details of a particular landing, select the row in the table (make sure it is highlighted in dark blue).
- 2) Details of selected landings, including the date, dealer, confirmation number, and vessel and shareholder information
- 3) After selecting a specific landing, you can view more details about what was landed species, share category (GOM, ATL, PSG, NED), quantity, etc.

#### **View Messages (BFT Shareholder and BFT Vessel Accounts)**



By selecting **Messages** and then **View Messages**, you can see messages sent by NMFS that have information specific to your account or the fishery.

NOTE: The messages you see may vary depending on whether you are in your shareholder or vessel account.



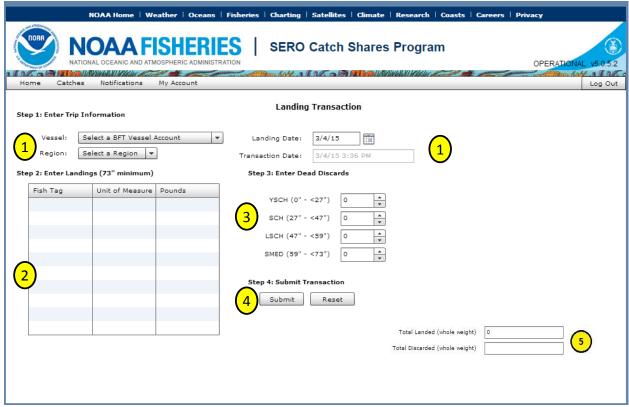
## **Enhanced Communication to Find Shareholders Looking for Quota to Lease**

NMFS is considering some additional communication functions that would be added under this menu.

These enhancements could allow users to send messages to each other, or may include a bulletin board.

If you have other ideas, please let us know!

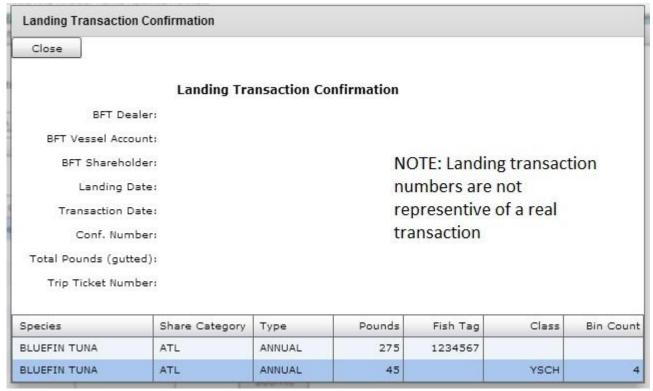
#### **Completing a Landing Transaction (BFT Dealer Account)**



Log in to the IBQ system as a BFT Dealer. On the menu bar select **Landings** then select **Landing Transaction.** Then do the following:

- 1. Enter trip information, including the vessel account of the vessel selling the fish, the region the fish was caught (GOM or ATL), and the Landing Date. The Transaction Date is automatically recorded when a transaction is submitted.
- 2. In the table, enter the fish tag number, the unit of measure (whole or dressed), and pounds for all bluefin landed. All bluefin must be marked with a fish tag if you do not have any fish tags then you may not purchase the bluefin tuna. If you need fish tags, please call 1-978-281-9260 to request tags.
- 3. Fishermen are required to report dead discards of undersized BFT through landing transactions. These should be reported by size class as follows:
  - a. YSCH "Young School" (less than 27" curved fork length, CFL)
  - b. SCH "School" (27" to < 47" CFL)
  - c. LGSCH "Large School" (27" to < 59" CFL)
  - d. SMED "Small Medium" (59" to < 73" CFL)
  - e. All bluefin bigger than 73" CFL are legal sized and, if dead, must be retained, landed, and recorded in this table.
- 4. Select Submit to finalize the transaction
- 5. The total landed and discarded pounds are automatically calculated.

#### **Confirming a Landing Transaction**



This screen will appear after pressing Continue on the Landing Transaction screen.

Details regarding the landing transaction will be autofilled on the top part of the page.

The table at the bottom shows the summary of the landing transaction. In addition, it provides you with an estimate of poundage that will be deducted from a vessel account's IBQ to cover reported dead discards of bluefin tuna.

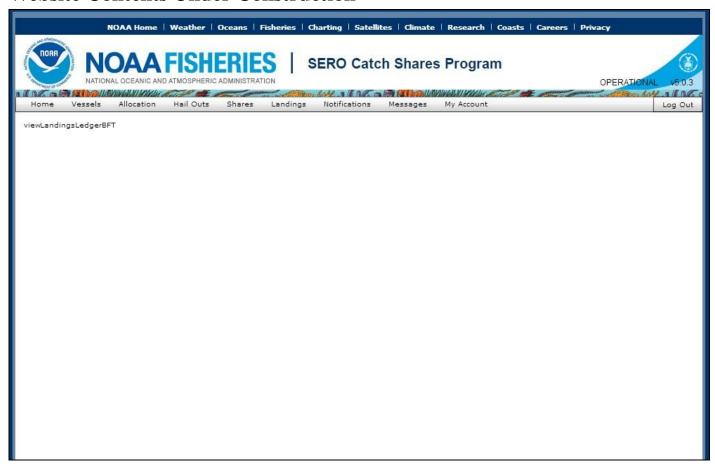
In the example shown above:

- One bluefin tuna was landed that weighed 275 pounds and had Fish Tag #1234567
- Four young school (less than 27" CFL) bluefin tuna were reported discarded in this landing transaction. A total of 45 pounds will be deducted from this vessel's IBQ to cover the dead discards. This estimate is based on the average weight of a young school bluefin in the Atlantic.
- A total of 320 pounds (275 lb + 45 lb) would be deducted from the Atlantic (ATL) IBQ allocation assigned to this vessel account. You would see this deduction when logged into both your vessel account and your shareholder account.



The Landing Transaction Form will be updated in a new version of the online IBQ system in Spring 2015. This form will require verification of the landing transaction by fishermen via a screen that prompts entry of the Vessel Account PIN.

#### **Website Contents Under Construction**



This is an example of a page in the IBQ system that is under construction. The page is blank, with placeholder text in the upper left corner that describes what you will soon see on this site. New functionality and pages will be reviewed in future versions of this troubleshooting guide.

